

TO: Mary Gallagher, President

FROM: James Lancaster, VP Academic Affairs/ICC Incident Director

DATE: July 20, 2020

RE: Planning Objectives Summary: July 20<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on July 20, 2020. ICC Objectives were reiterated in the following order:

- I. Health and Safety of LACC students, staff and faculty.
- II. Instruction and Student Services Continuity
- III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. LACC COVID-19 Cases/Exposure reports
  - a. No new cases
2. Liaison Report:
  - a. Spring 2020 Hard-to-convert classes are tentatively set to begin next Monday, July 27, 2020. Not all colleges will start on this date but will have to be finished by August 31, 2020. EOC is awaiting for LA County to provide the go-signal/clearance.
  - b. Signages for all campuses will be distributed this week.
  - c. Temperature check protocol being worked out which includes the technology to be used.
  - d. Build LACCD will be doing their own check-ins for fence-in construction projects.
  - e. Safety officer's training is scheduled this week or next week.
  - f. EOC will be working on a fact sheet for faculty and students.
  - g. Southwest is anticipating delivery of a huge inventory of PPE which will be distributed to the 8 other colleges.
  - h. Local 99's 4/10 schedule implemented on July 13. IT will upload the new schedule or referred to the campus' timekeeper. Any issues should be brought to the EOC.
3. Updates to ongoing Issues/Activities:
  - a. Management Section: J. Lancaster announced that the college's hard-to convert classes (Spring 2020) will start on July 27, mostly Dental Tech classes. Identified all the main/major proficiency that would be required to complete. Below are the activities:
    - i. Preparation to make sure everything is in place prior to July 27 opening:
      1. Walk through of the process will be done on Thursday, July 23, 2020 at 11:30 am.
      2. Signages should be up.
      3. Inventory of the PPEs to be made to make sure this is available to faculty and students.
      4. Determine best way to distribute PPEs to faculty.

5. Contact students (ongoing).
  6. Make sure check in protocol is in place – 2 Check-in and Out locations – Parking structure (Lot 3 & 4 only) and Breezeway area.
  7. Roster of people who need to be on campus.
  8. Screening Questions – must be on the website or can be done digitally.
  9. Dean Kozeracki to make sure all online classes' canvass shell are activated.
- ii. Starting July 27, 2020
    1. Briefing/debriefing everyday for feedback and reporting.
    2. Check in/out protocol.
    3. Distribution of PPEs.
- b. Van de Kamp:
    - i. None
  - c. Operations:
    - i. None
  - d. Planning Section:
    - i. None
  - e. Finance/Logistics:
    - i. None
4. New Activities/Issues by section:
    - a. Management Section: None
    - b. Van de Kamp: None
    - c. Operations: None
      - i. IT: None
    - d. Planning Section: None
    - e. Finance/Logistics: None
  5. Items from the Floor:
    - a. None
  6. Adjournment: 9:32 am

JL:cma